

TOWN OF NEWINGTON

2015 ANNUAL INCOME AND EXPENSE REPORT

April 15, 2016

RE: Reporting 2015 Income and Expenses

Property Address: / Unique ID:

Dear Property Owner:

Section 12-63c of the Connecticut General Statute (C.G.S.) requires that all owners of **real property that generates rental income** annually file income and expense forms with their assessor's office. All information related to the actual rental and operating expenses of your property is confidential and not subject to the provisions of Section 1-210 of the C.G.S.

The enclosed forms, once completed, must be returned **not later than** June 1, 2016 to avoid penalty. In accordance with 12-63c(d) of the C.G.S., any owner of rental real property who fails to file this form ***or files an incomplete*** or false form with intent to defraud shall be subject to a penalty assessment equal to a ten percent (10%) increase in the assessed value of such property.

Please complete the enclosed forms and return to: *Assessor's Office, 131 Cedar Street, Newington, CT 06111*. Additional copies of the 2015 income and expense forms are available on our webpage at: www.newingtonct.gov/assessors. If you would like to confirm that your forms have been received by our office, please send an email to Rick Wall at: rwall@newingtonct.gov, or call our office at (860) 665-8530.

If you are a tenant, and are not the owner of the property (real estate), would you please return this letter to our office and include the property owner's mailing address.

Thank you for your cooperation.

Sincerely,



S. Steven Juda
Town Assessor

TOWN OF NEWINGTON

2015 ANNUAL INCOME AND EXPENSE REPORT

INSTRUCTIONS

PLEASE COMPLETE AND RETURN THE ENCLOSED FORMS TO
THE ASSESSOR'S OFFICE ON OR BEFORE JUNE 1, 2016

WHO MUST FILE: Section 12-63c of the Connecticut General Statutes (CGS) requires all owners of rental real property to annually file this report. **Information filed and furnished with this report is confidential and not open to public inspection.** Any information related to the actual rental and operating expenses shall not be a public record and is not subject to the provisions of Section 1-210 CGS.

HOW TO FILE: Provide annual information for only 2015. In Newington we allow two options for filing. **OPTION 1:** Complete and return the enclosed forms. **OPTION 2:** In lieu of completing the enclosed forms, you may submit a copy of **IRS Forms: Schedule E, 8825, 1120, or copies of audited tax returns prepared for the year 2015**. Whichever option you use to file, it must include a completed SCHEDULE B. Please clearly indicate the property address on all forms. ***Separate properties cannot be combined on a single form.*** Each individual property should be reported on a *separate income and expense form*. On Page 3 under **"Verification of Purchase Price"**, **only** complete this section if the property was acquired or refinanced *after* June 1, 2015. If your fiscal year ***is not*** based on a calendar year, please include your fiscal year on the forms.

PARTIAL YEAR REPORTING: If the property was acquired during 2015 and you do not have a full year of income and expense information, please complete and file Schedule B for all existing tenants.

EXTENSIONS: As per CGS as amended, Sec 12-63b, upon determination that there is good cause, the assessor **may** grant an extension of not more than thirty days to file such information, if the owner of such property files a request for an extension with the assessor ***not later than May 1, 2016***.

PENALTY FOR NOT FILING: In accordance CGS as amended, Section 12-63c (d), any owner of rental real property who fails to file this form or files an incomplete or false form with intent to defraud, shall be subject to a penalty assessment equal to a **Ten Percent (10%) increase in the assessed value of such property**.

OWNER OCCUPIED PROPERTIES: If the property was **100% owner-occupied** during 2015 and **no rental income was generated**, please sign and date at the bottom of Page 3 with the notation **"100% owner-occupied; no income generated"** and return the entire form to our office. **Partially owner-occupied properties** are still required to complete and file the income and expense forms.

DEFINITIONS: **Escalation (ESC):** The amount in dollars of adjustment to base rent, either pre-set or tied to the inflation index. **Common Area Maintenance (CAM):** The income received from tenants for common area maintenance, or other income received for the common area property. **Overage:** Any additional rental income usually based on a percent of sales or income. **Parking:** The number of parking spaces leased by a tenant and the annual rent paid by a tenant for those spaces. Include spaces or areas leased or rented to a tenant as a concession. **Interior finish:** The interior buildout or work done for a tenant and the cost for that work. **Units/space rented twice:** Units rented during daylight hours to one tenant and to another during evening hours, must be reported under each tenants name.